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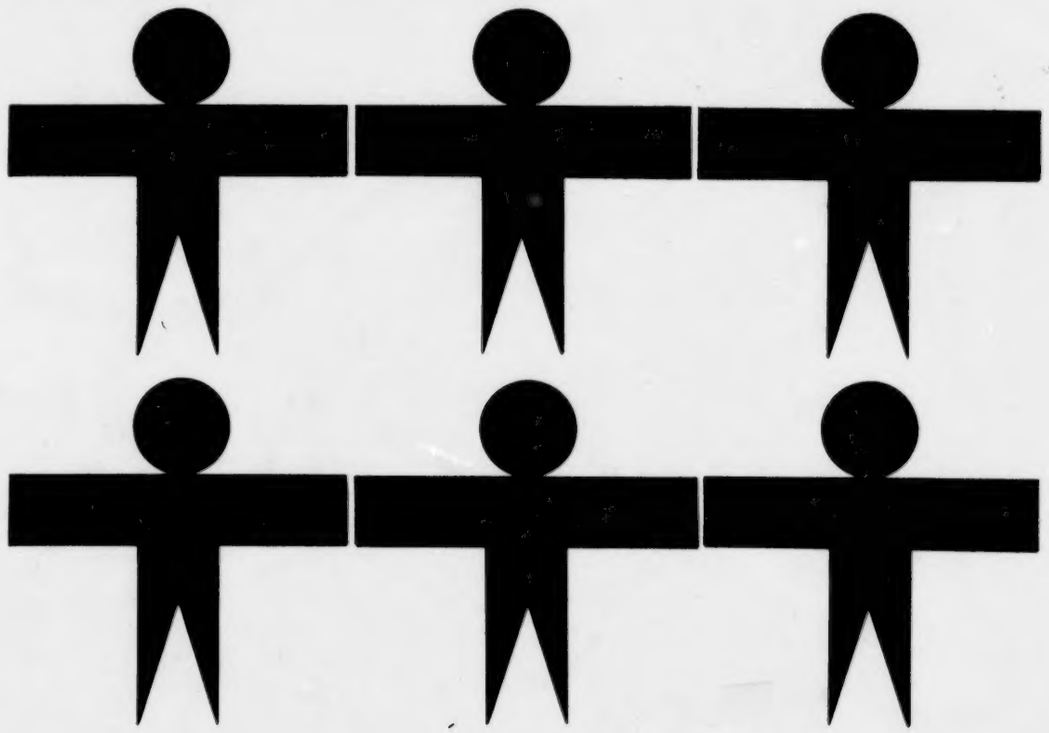

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INTRODUCTION

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12-1 Function statements.
12-2 Authorities and delegations manual.
20-1 The OPM personnel manual.
20-2 The supervisor's handbook.
20-3 The CPAS user's manual.
31-1 Budgeting and financial management.
32-1 Work reporting and cost analysis system.
33-1 Accounting and fiscal procedures.
34-1 Preparation, audit, and certification of payrolls.
35-1 Official travel and transportation of household goods.
41-1 Procurement management.
42-1 Property management.
42-2 Motor vehicle operation.
42-3 The FOB 9 emergency operations plan.
43-1 Printing and publications.
43-2 Guide to graphic design.
43-3 Mail management.
43-4 Printed materials and related supplies catalog.
43-5 The publications management system.
44-1 Correspondence manual.
44-2 Maintenance of records.
44-3 Dispositions of records.
45-1 The OPM issuance system.
53-1 Telephone and telecommunications.
54-1 Forms management.
54-2 Reports management.

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Chap. 002. Table of contents.
Chap. 003. Index.
Chap. 171. The Office of Personnel Management issuance system.
Chap. 210. Basic concepts and definitions (general).
Chap. 211. Veteran preference.
Chap. 212. Competitive service and competitive status.
Chap. 213. Excepted service.
Chap. 230. Organization of the government for personnel management.
Chap. 250. Personnel management in agencies.
Chap. 251. Intramanagement communications and consultation.

Federal personnel manual (Cont'd)

Chap. 252. Professional or other associations.
Chap. 271. Developing policies, procedures, programs, and standards.
Chap. 273. Inspections, surveys, and audits.
Chap. 274. Corrective actions.
Chap. 290. Personnel information (general).
Chap. 291. Personnel reports.
Chap. 292. Personnel data standardization.
Chap. 293. Personnel records and files.
Chap. 294. Availability of official information.
Chap. 295. Personnel forms and documents.
Chap. 296. Processing personnel actions.
Chap. 297. Protection of privacy and personnel records.
Chap. 298. Federal Work Force Information Systems.
Chap. 300. Employment (general).
Chap. 301. Overseas employment.
Chap. 302. Employment in the excepted service.
Chap. 304. Employment of experts and consultants.
Chap. 305. Employment under the executive assignment system.
Chap. 306. Selective placement programs.
Chap. 307. Transitional and veterans readjustment appointments.
Chap. 308. Youth and student employment programs.
Chap. 309. Hosting enrollees of Federal grant programs.
Chap. 310. Employment of relatives.
Chap. 311. The power of appointment and removal.
Chap. 312. Position management.
Chap. 315. Career and career-conditional employment.
Chap. 316. Temporary employment.
Chap. 330. Recruitment, selection, and placement (general).
Chap. 331. Organization for recruitment and examining.
Chap. 332. Recruitment and selection through competitive examination.
Chap. 333. Recruitment and selection for temporary and term appointment outsi
register.
Chap. 334. Temporary assignment under Intergovernmental Personnel Act.
Chap. 335. Promotion and internal placement.
Chap. 337. Examining system.
Chap. 338. Qualification requirements (general).
Chap. 339. Qualification requirements (medical).
Chap. 340. Part-time employment.
Chap. 351. Reduction in force.
Chap. 352. Reemployment rights.
Chap. 353. Restoration to duty.
Chap. 361. Career intern programs.
Chap. 362. Presidential management intern program.
Chap. 410. Training.
Chap. 411. Supervisory development.
Chap. 412. Executive development.
Chap. 430. Performance appraisal.
Chap. 432. Reduction in grade and removal based on unacceptable performance.
Chap. 451. Incentive awards.
Chap. 511. Classification under the General Schedule.
Chap. 512. Job evaluation under Federal wage system.
Chap. 530. Pay rates and systems (general).
Chap. 531. Pay under the General Schedule.
Chap. 532. Pay under Prevailing Rate Systems. (Reserved).

Federal personnel manual (Cont'd)

Chap. 534. Pay under other systems.
Chap. 536. Grade and pay retention.
Chap. 539. Conversions between pay systems.
Chap. 540. Merit pay and cash awards.
Chap. 550. Pay administration (general).
Chap. 551. Fair Labor Standards Act.
Chap. 571. Travel and transportation for preemployment interviews and recruitment.
Chap. 591. Allowances and differentials payable in nonforeign areas.
Chap. 610. Hours of duty.
Chap. 620. Alternative work schedules.
Chap. 630. Absence and leave.
Chap. 711. Labor-management and employee relations.
Chap. 713. Equal employment opportunity.
Chap. 715. Voluntary separations and reductions in rank or pay.
Chap. 720. Affirmative employment programs.
Chap. 731. Suitability.
Chap. 732. Personnel security program.
Chap. 733. Political activity of Federal employees.
Chap. 734. Financial disclosure requirements.
Chap. 735. Employee responsibilities and conduct.
Chap. 736. Investigations.
Chap. 737. Post employment conflict of interest.
Chap. 738. Office of Government Ethics.
Chap. 751. Discipline.
Chap. 752. Adverse actions by agencies.
Chap. 754. Suitability disqualification actions.
Chap. 771. Agency grievance system.
Chap. 772. Federal employee remedial systems.
Chap. 792. Federal employees occupational health program.
Chap. 810. Injury compensation.
Chap. 831. Retirement.
Chap. 832. Social Security retirement, survivors insurance, disability insurance, and Medicare.
Chap. 850. Unemployment benefits.
Chap. 870. Life insurance.
Chap. 890. Federal employees health benefits.
Chap. 910. Mobilization readiness.
Chap. 920. Senior executive service.
Chap. 930. Programs for specific positions and examinations (miscellaneous).
Chap. 931. Federal Personnel Administration Career Program.
Chap. 933. Qualification requirements for specific positions.
Chap. 990. General and miscellaneous.

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271-2, Tests and other applicant appraisal procedures.
292-1, Personnel data standards.
293-31, Basic personnel records and files system.
296-33, The guide to processing personnel actions.
298-1, The Central Personnel Data File (CPDF).
298-2, The 113 summary data reporting system.
305-1, Executive resources management.
330-1, Examining practices.
335-1, Evaluation of employees for promotion and internal placement.

Federal personnel manual supplements (external): (Cont'd)

305-1, Executive resources management.
330-1, Examining practices.
335-1, Evaluation of employees for promotion and internal placement.
337-1, Competitive examining under delegated authority--procedures for case examining.
337-2, Guidelines for the library of rating schedules.
339-31, Reviewing and acting on medical information.
410-1, Model control system for long-term training.
451-1, Incentive awards.
512-1, Job grading system for trades and labor occupations.
532-1, Federal wage system.
532-2, Federal wage system--non-appropriated fund employees.
711-1, Labor-management relations.
731-1, Determining suitability for Federal employment.
792-1, Occupational health services for Federal civilian employees.
792-2, Alcohol and drug-abuse programs.
831-1, Retirement.
870-1, Life insurance.
890-1, Federal employees health benefits.
910-1, National emergency readiness of Federal personnel management.
990-1, Civil service laws, executive orders, rules, and regulations.
990-2, Hours of duty, pay, and leave, annotated.
990-3, National emergency standby regulations (personnel and manpower).

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150-71, Intergovernmental operations: technical assistance in personnel management.
213-41, Excepted positions--schedules A, B, and C.
273-73, Evaluating personnel management.
294-41, Guidelines for complying with requests for information under the Freedom of Information Act.
306-41, Guidelines for approving schedule A, section 213.3102 (u) appointments for the severely handicapped.
331-41, Field duty positions filled through centralized certification (single agency positions).
337-71, Examining systems manual.
410-41, Instructions and procedures for operation of training activities.
410-43, Training services to international organizations under FPM Chapter 410, Appendix C.
530-71, Special rates for recruitment and retention.
711-41, Procedures for building labor relations considerations and union consultation into the development of OPM policy and instructional issuances.
711-42, Regional role of the Office of Personnel Management in Federal labor relations.
731-71, Suitability rating--instructions to suitability examiners.
736-41, Investigations, internal administration and policy.
736-71, Conducting and reporting personnel investigations.
736-72, Processing cases in regional investigations divisions.
736-73, Guides for supervising investigators.
736-74, Standard arrest symbols and abbreviations.
831-71, Medical examination for disability retirement.
910-71, Emergency planning and operations.
930-71, Recruitment of Air Reserve technicians through competitive examination.
930-72, Recruitment of Army Reserve technicians through competitive examination.
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